



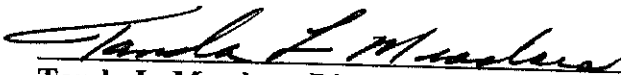
City of Albuquerque

Martin Chavez, Mayor

Interoffice Memorandum

27 January 2006

TO: ALL DEPARTMENTS, DIVISIONS & SECTIONS

FROM: 
Tanda L. Meadors, Director
Finance & Administrative Services

SUBJECT: FY 2006 Procurement Deadlines

As all of you are aware the Accounting Office will close the City's financial records for FY 2006 on June 30, 2006. Therefore, in order to ensure that your department's acquisitions are reflected in FY2006, the following deadlines are established for submitting requisitions for equipment, supplies and services to the Purchasing Division. It is emphasized that unlike what may have happened in the past these deadlines will be strictly enforced.

- 1) Request for Proposals - Requisitions and prepared documents requiring competitive sealed request for proposals must be received by the Purchasing Division no later than 20 March 2006.
- 2) Request for Bids over \$10,000 - Requisitions for purchases estimated to exceed \$10,000 that require competitive sealed requests for bids must be received by the Purchasing Division no later than 7 April 2006.
- 3) Informal Request for Bids under \$10,000 - Requisitions for purchases estimated at less than \$10,000, solicited by oral or written quotations, must be received by the Purchasing Division no later than 12 May 2006.
- 4) Requests for Purchase against existing contracts/price agreements must be received by the Purchasing Division no later than 19 May 2006.

It is important to also emphasize that a purchase requisition submitted to this office for each of the above methods of procurement must be accompanied by complete specifications for the item, service or construction to be procured. If procurement is contemplated which may require a Specifications Committee or pre-bid/pre-proposal conference, a department is requested to immediately contact the Purchasing Division so

that the requirement may be properly addressed with sufficient lead-time to allow for completion of the procurement process.

- 5) **Cash Disbursements** – Requisitions for cash disbursements for all other expense items must be received by the Purchasing Division **no later than 12 June 2006**.

It is further required that **all** releases be entered into MARS/G and applicable invoices be submitted to the Accounts Payable Section of the DFAS **no later than 14 June 2006** to allow for processing of payments during FY 2006.